

2 FAM 430 CLOSING A POST

(TL:GEN-301; 09-27-2000)

2 FAM 431 MISSIONS

(TL:GEN-164; 01-09-1974)

(State Only)

A diplomatic mission is officially closed as of the date of termination of diplomatic relations. The regional bureau is responsible for the prompt issuance of necessary instructions to the chief of mission and to any other posts concerned.

2 FAM 432 CONSULATES AND BRANCH OFFICES

(TL:GEN-301; 09-27-2000)

(State Only)

a. When a consulate, consulate general, branch or special office is to be closed, the regional bureau informs the supervisory mission and the post concerned. The supervisory mission makes the decision known to the host government.

b. The principal officer of the post notifies the Department by telegraph of the anticipated dates of closing to the public and of *the* principal officer's departure. Similar information is given *to* the supervisory mission.

c. The official closing date is fixed by the supervisory mission in consultation with the regional bureau, and usually coincides with the date of the principal officer's departure from the post. The mission communicates to the host government both the date the post will be closed to the public and the official date of closing.

2 FAM 433 CONSULAR AGENCIES

(TL:GEN-164; 01-09-1974)
(State Only)

When a consular agency is to be closed, the regional bureau notifies the post having supervisory authority over the agency and the diplomatic mission to the country (if the mission is not the post of direct supervision). The post having supervisory authority determines the date of closing of the consular agency and informs the Department and, as applicable, the mission. The mission's communication to the host government of the decision to close the consular agency and of the official date of closing is primarily informational.

2 FAM 434 INFORMING THE PUBLIC

(TL:GEN-164; 01-09-1974)
(State Only)

The public is informed, through local news media, where to apply for consular or other services previously performed by a post. Closing to the public does not preclude the subsequent performance by the post of services related to the termination or disposition of pending business, or the performance of other services on a limited basis, to the extent that such transactions do not interfere with the expeditious closing of the office. The principal officer, or the officer in charge, informs the Department and the supervisory mission (in case the closing post is a consular office) of the nature of any services to be continued on a limited basis after the post is closed to the public, and of the date such services will cease.

2 FAM 435 ADMINISTRATIVE PROCEDURES

(TL:GEN-301; 09-27-2000)
(State Only)

Prior to departure, the principal officer, or in the principal officer's absence the officer-in-charge, is responsible for completing the final business of the post, including arrangements for payment of all bills, shipment or other disposition of all records, supplies and equipment, disposition of *U.S.* Government-owned real estate, cancellation of all leases and contracts (including releases), and completion of all required periodic fiscal reports for expired fractional or full periods. (The Department makes a particular effort to coordinate and implement the instructions or actions of the Department's functional offices concerning the disposition of *U.S.* Government and real personal properties.) Refer to 2 FAM 424.2 for general instructions for complying with administrative reporting and action responsibilities, which are applicable conversely to the closing of a post. Officers responsible for closing a post are guided by these instructions, as well as by any special instructions which the

Department considers necessary (for example, disposal of real and personal property).

2 FAM 436 EMERGENCY CLOSING

(TL:GEN-301; 09-27-2000)

(State Only)

A post may be instructed by the Department to close, or may close without specific instructions from the Department because of emergency conditions including war, civil disturbance or disaster. Department instructions to close a post are based on a decision at the level of authority prescribed in 2 FAM 410 . The principal officer is guided by the Department and appropriate provisions of 12 FAH-1, *Emergency Planning Handbook*. If a post is compelled by emergency conditions to close without specific instructions from the Department, *the post* sends immediate notification of the action to the Department by the most expeditious means available. *Short of full post closure, the Department or principal officer also may respond to emergency conditions by suspending operations at a post or by temporarily closing the post to the public, in accordance with 12 FAH-1 H-1400, Drawdown.*

2 FAM 437 THROUGH 439 UNASSIGNED